

**AGENDA FOR**  
**Aid Awareness Retreat**  
 October 15, 2001

**DESIRED OUTCOMES-**

- Confirm understanding of key concepts & milestones in our FY02 Performance Plan Measures
- Review, prioritize, enhance partnership list
- Generate ideas for publications and other aid awareness vehicles related to partnerships
- Assign responsibilities and next steps

<b><u>WHAT</u></b>	<b><u>HOW</u></b>	<b><u>WHO</u></b>	<b><u>WHEN</u></b>
<b>START-UP</b>	<ul style="list-style-type: none"> <li>• Context &amp; Desired Outcomes</li> <li>• Agenda &amp; Roles &amp; Ground Rules</li> <li>• Team Expectations – What are you looking to get from today’s session?</li> </ul>	Linda Linh Linh	10 minutes 5 minutes 15 minutes (9:00-9:30)
<b>TOPICS</b>	<ul style="list-style-type: none"> <li>• Key Concepts – Are we on the same page about what we need to accomplish? Do we have a shared understanding of these terms?               <ul style="list-style-type: none"> <li>• “Aid Awareness”</li> <li>• “Partnerships”</li> <li>• “Strategic and Integrated”</li> <li>• “Information Products”</li> </ul> </li> </ul> <p>Source: AA FY02 Performance Measures</p>	Linda	60 minutes (9:30-10:30)
	• BREAK		15 minutes (10:30-10:45)
	<ul style="list-style-type: none"> <li>• Confirm target groups for aid awareness:               <ul style="list-style-type: none"> <li>• Who are our target groups for FY02?</li> </ul> </li> </ul>	Linda	30 minutes (10:45-11:15)
	<ul style="list-style-type: none"> <li>• Brainstorm different communication products and vehicles               <ul style="list-style-type: none"> <li>• What are the different aid awareness products we may want to produce?</li> <li>• What vehicles should we use to get these products out to our target groups?</li> </ul> </li> </ul>	Team	60 minutes (11:15-12:15)
	• LUNCH		60 minutes (12:15-1:15)

	<ul style="list-style-type: none"> <li>•Identify partnership list <ul style="list-style-type: none"> <li>• Who should we work with (i.e., partner with) to accomplish our goals?</li> </ul> </li> </ul>	Team	60 minutes (1:15-2:15)
	<ul style="list-style-type: none"> <li>•BREAK</li> </ul>		15 minutes (2:15-2:30)
	<ul style="list-style-type: none"> <li>•Assign responsibilities <ul style="list-style-type: none"> <li>• Who is going to be working on what?</li> </ul> </li> </ul>	Team	60 minutes (2:30-3:30)
<b>CLOSE</b>	<ul style="list-style-type: none"> <li>•Next Steps <ul style="list-style-type: none"> <li>•+/<math>\Delta</math></li> </ul> </li> </ul>	Linda	45 minutes (3:30-3:45)

**THINGS TO DO- ACTION ITEMS TO BE IDENTIFIED DURING THE SESSION**

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